

<b>VISUAL INFORMATION (DA) WORK ORDER</b> For use of this form, see AR 25-1; the proponent agency is ODISC4		1. WORK ORDER NUMBER	
		2. SECURITY CLASSIFICATION <b>UNCLASSIFIED</b>	
<b>SECTION I - REQUIREMENT</b>			
3a. TO (VI Activity)  TRAINING SUPPORT CENTER		4a. FROM (Unit or Activity)	
3b. E-MAIL ADDRESS		4b. E-MAIL ADDRESS	
5. ACCOUNT CODE		6. ACCOUNT NO.	
7a. REQUESTER (Name, Grade)		b. PHONE AND FAX NUMBERS	8. DATE REQUESTED (YYYYMMDD)
9a. ALTERNATE POINT OF CONTACT		b. PHONE AND FAX NUMBERS	10. DATE REQUIRED (YYYYMMDD)
<b>11. QUANTITY</b> a. Presentation Support b. Digital Image Files c. Digital Image Files (Duplicate) d. Hard Copies e. Charts/Posters f. Signs g. Photos h. Video Documentation i. Video Production j. Video Duplication k. CD Duplication l. Multimedia m. TADSS n. TADSS Maintenance o. Other (Specify)		<b>12. DESCRIPTION OF WORK (Be specific and attach any diagrams, etc.)</b>	
13. JUSTIFICATION FOR REQUESTED SERVICE:			
14a. <i>Requested service is for official purposes and is required by stated deadline.</i>		14B. VALIDATION SIGNATURE	
<b>SECTION II - JOB ASSIGNMENT (FOR AUDIOVISUAL OFFICE USE ONLY)</b>			
15. DATE RECEIVED (YYYYMMDD)	16. DATE ASSIGNED (YYYYMMDD)	17. AUDIOVISUAL FACILITY APPROVAL (Signature)	
18. SPECIAL INSTRUCTIONS			
<b>SECTION III - WORK RECEIPT</b>			
19A. CUSTOMER NOTIFIED CALLED: _____ EMAILED: _____ NPU-MTU: _____	19b. RECEIVED BY (Signature)		19c. DATE (YYYYMMDD)